

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1405

TITLE: DIRECTOR OF REAL ESTATE

GRADE: S-34

DEFINITION:

Under the direction of the Director of Tax Administration, plans, organizes and directs the activities of the Real Estate Division of the Department of Tax Administration; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a senior managerial, single position class with responsibility for administering the appraisal of all real property in the County.

ILLUSTRATIVE DUTIES:

Directs and administers the real estate tax program, including the appraisal and assessment of all real property in the County;

Directs the review and coordination of appraisal work to insure the maintenance of uniform standards and methods (e.g., conduct of research, review of appraisals and property data, and evaluation of records/income statements) to establish fair market value and tax liability;

Directs the review and coordination of appraisal work to insure the maintenance of uniform standards and methods;

Directs the development of new or revised office procedures and forms;

Prepares the proposed work program and budget for the division;

Reviews and makes determination on assessment appeals;

Testifies as expert witness in court on real property assessments;

Directs the preparation of statistical and other reports;

Selects, trains and evaluates the performance of subordinates;

Meets with civic and other interested groups on County assessment policies and practices.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles, laws and methods of real property appraisal for tax assessment purposes;

Working knowledge of Virginia Tax Code 58.1;

Knowledge of the principles and practices of public administration (e.g., organization, personnel, budgeting);

Ability to develop and implement division goals and objectives;

Ability to effectively manage a large group of employees;

Ability to communicate effectively, both orally and in writing;

Ability to develop and maintain cooperative and effective working relationships with County officials, staff and citizens;

Ability to make on site inspections of real property.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a
Bachelor's degree in real estate, economics, business administration or a related field; PLUS
Eight years of increasingly responsible experience in the assessment of real property for tax
purposes to include four years of direct supervisory or administrative experience.

CERTIFICATES AND LICENSES REQUIRED:

Certified General Real Estate Appraiser License from the State of Virginia or International
Association of Assessing Officers (IAAO) Certified Assessment Evaluator (CAE) designation or
comparable assessing designation.

NECESSARY SPECIAL REQUIREMENTS:

This position, because it is one with financial responsibility, will be subject to a criminal history
record check and credit check as a condition of hiring and periodically thereafter. Applicant or
employee will be required to submit a request for a criminal history record check and credit
check to the appropriate agency. **Applicants/employee in this position must demonstrate
financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002

REVISED: July 10, 1995

REVISED: December 16, 1982